

Tables Organize Instructions

Situation:

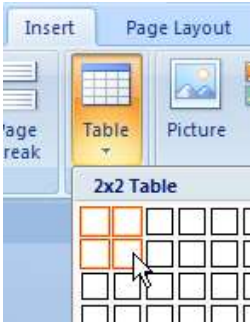
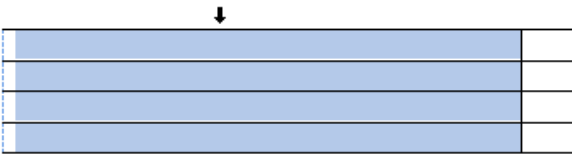

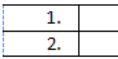
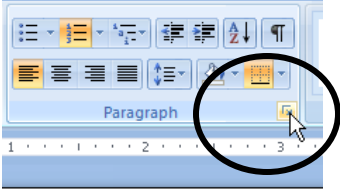
Instead of an Outline, you can use a table to list step by step instructions. If the first column contains a numbered list, then each row is automatically numbered as you add or take away table rows.

Overview:

Create a 2 column table, select the first column and click numbered list. As you add or remove table rows.

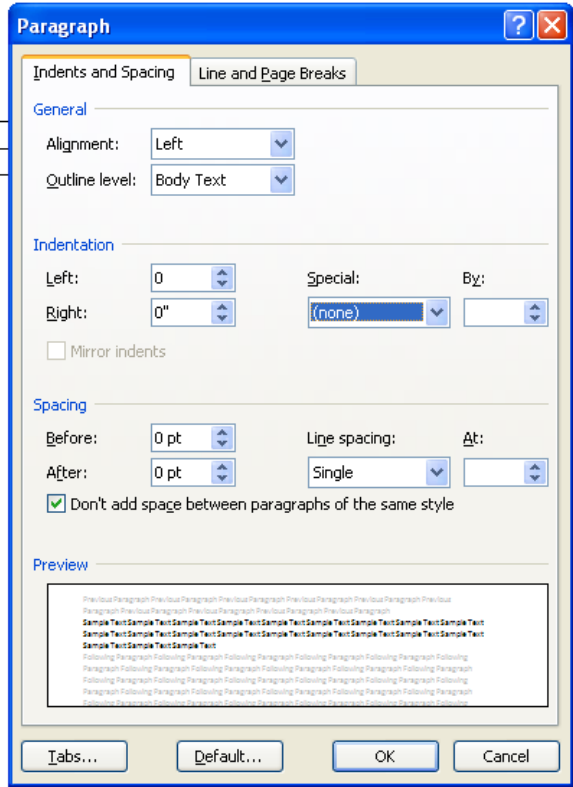
Step by Step Instructions:

Create a Two Column Table with a Numbered List in the First Column

1.	Insert tab Tables group Table	
2.	Point out the size of the table. 2 rows and 2 columns work well.	
3.	Reduce the width of the 1 st column to about 1/2"	
4.	Select the 1 st column	
5.	Home tab Paragraph group click Numbered	
6.	Automatic numbers appear in 1 st column	
7.	Adjust the indents and alignment in 1 st column As you add rows and the numbers get larger, the entire number will not display	
8.	Select the 1 st column	
9.	Home tab Paragraph group click the Paragraph dialog box launcher	

10. Match the settings to the example

+	1.	
	2.	



11. Numbers are aligned and indenting is removed

1.	
2.	

12. Format the borders as desired